Reverse SRP

The following information you will need to know when you return to Technician Status from LWOP-US

Reverse SRP

Returning to Duty

Leave

Health Insurance (FEHB)

Life Insurance (FEGLI)

Thrift Savings Plan (TSP)

Retirement Deposits for Active Duty

Allotments

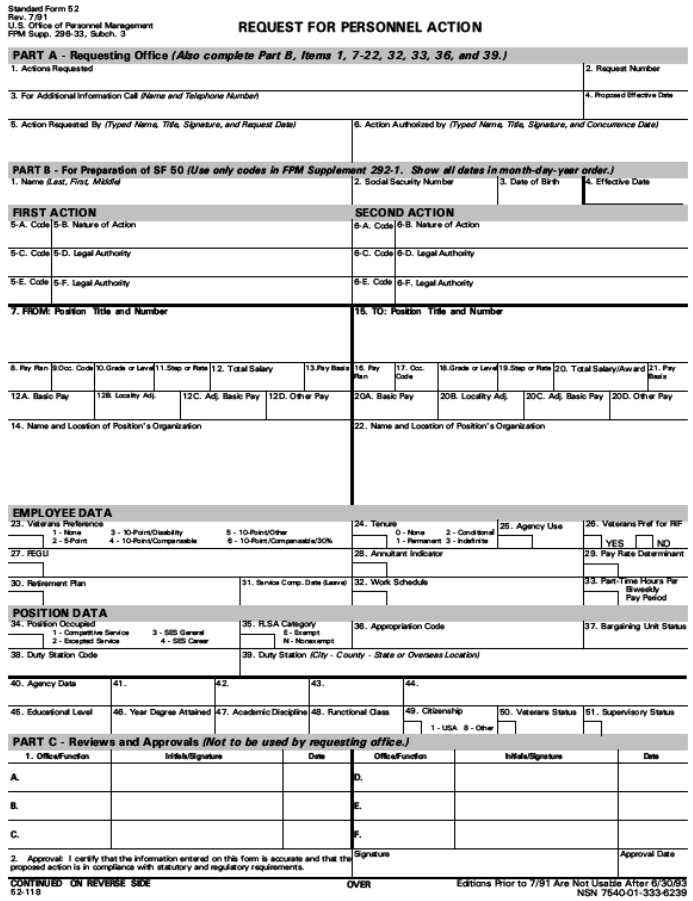
Returning To Duty (RTD)

- You <u>may</u> use your technician military leave while on active duty before your return to technician status.
- When your commander releases you after the date of ReFAD, you are considered to be on terminal leave. You may return to technician status when you go on terminal leave.
- Call your supervisor / time keeper and inform them when you plan to return to duty as a technician.

Returning To Duty (RTD)

You and your supervisor will complete a SF-52 returning you to duty.

Be sure and attach a copy of your DD-214.



Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)*

1. Actions Requested
2. Request Number
3. For Additional Information Call *(Name and Telephone Number)*
4. Proposed Effective Date
5. Action Requested By *(Typed Name, Title, Signature, and Request Date)*
6. Action Authorized by *(Typed Name, Title, Signature, and Concurrence Date)*

PART B - For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*
2. Social Security Number
3. Date of Birth
4. Effective Date

FIRST ACTION

5-A. Code | 5-B. Nature of Action
5-C. Code | 5-D. Legal Authority
5-E. Code | 5-F. Legal Authority

SECOND ACTION

6-A. Code | 6-B. Nature of Action
6-C. Code | 6-D. Legal Authority
6-E. Code | 6-F. Legal Authority

7. FROM: Position Title and Number
15. TO: Position Title and Number

8. Pay Plan | 9.Occ. Code | 10.Grade or Level | 11.Step or Rate | 12. Total Salary | 13.Pay Basis
16. Pay Plan | 17. Occ. Code | 18.Grade or Level | 19.Step or Rate | 20. Total Salary/Award | 21. Pay Basis

12A. Basic Pay | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay
20A. Basic Pay | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay

14. Name and Location of Position's Organization
22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference — 1 - None; 2 - 5-Point; 3 - 10-Point/Disability; 4 - 10-Point/Compensable; 5 - 10-Point/Other; 6 - 10-Point/Compensable/30%
24. Tenure — 0 - None; 1 - Permanent; 2 - Conditional; 3 - Indefinite
25. Agency Use
26. Veterans Pref for RIF — YES / NO
27. FEGLI
28. Annuitant Indicator
29. Pay Rate Determinant
30. Retirement Plan
31. Service Comp. Date (Leave)
32. Work Schedule
33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied — 1 - Competitive Service; 2 - Excepted Service; 3 - SES General; 4 - SES Career
35. FLSA Category — E - Exempt; N - Nonexempt
36. Appropriation Code
37. Bargaining Unit Status
38. Duty Station Code
39. Duty Station *(City - County - State or Overseas Location)*

40. Agency Data | 41. | 42. | 43. | 44.
45. Educational Level | 46. Year Degree Attained | 47. Academic Discipline | 48. Functional Class | 49. Citizenship (1 - USA; 8 - Other) | 50. Veterans Status | 51. Supervisory Status

PART C - Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval. I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.
Signature | Approval Date

CONTINUED ON REVERSE SIDE
52-118
OVER
Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

Lost Technician Military Leave

- Any technician military leave balance over 120 hours on **30 Sep** was lost.
- If you want to use this lost leave, get with your timekeeper and determine which pay period(s) you want to take this lost leave. **(prior to 30 Sep)**
- Request a corrected time card to charge the amount of technician military leave (**LM**) you want to take.

Leave

When you return to technician status, you automatically start acquiring your leave as before.

Sick 4 hours per pay period

Annual 1-2 years 4 hours per pay period

3-14 years 6 hours per pay period

Over 15 8 hours per pay period

Health Insurance (FEHB)

When you return to duty from LWOP-US, it is considered an open season, and you can:

- Change insurance providers (SF-2809)
- Restore to previous insurance provider (SF-2810)

If you plan to continue TRICARE for 180 days:

- Must sign a “Waiver of Immediate Reinstatement of FEHB”

TRICARE

If you want to continue TRICARE beyond 180 days, you need to know you will loose your FEHB coverage.

(You must have health insurance for 5 years prior to retirement to carry insurance into retirement.

TRICARE's 5 year plan does not meet OPM guidelines.

Life Insurance (FEGLI)

Life insurance is reinstated automatically, to your previous selection, when you return to technician status.

Thrift Savings Plan (TSP)

- If you have a TSP Loan, you need to complete a TSP-41 to restart your deductions.
- No more “Open Seasons”. You can increase or decrease your TSP contributions at any time, using a TSP-1

Thrift Savings Plan (TSP)

- Upon RTD, you can make retroactive contributions. (apply within 60 days of RTD)
- Contribution repayment period equals 4 times the LWOP period.
- Retroactive contributions are based on employee TSP-1 election before LWOP-US start date.
- No lost earnings on make-up employee contributions.
- Government matching funds as you contribute.

Retirement Deposits for Active Duty

FERS employees

- Deposits are required for military service while in a LWOP status.
- Must make deposits to FERS to receive retirement credit or the period of LWOP during active duty.
- 3 years interest free.

Retirement Deposits for Active Duty

CSRS employees

- Employees hired before 1 Oct 1982, receive credit until age 62 without deposit. (Must make deposit to avoid Catch 62.)
- Employees hired on or after 1 Oct 1982, must make deposit to receive credit.
- 3 years interest free.

Allotments

Restarting allotments is your responsibility.
Contact Tech Pay
313-2646 (Bridget Brown)

Car Payments

Child Support

Union Dues

Private Insurance